



**OFFICE OF THE PURCHASING AGENT  
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018  
CHICAGO, ILLINOIS 60602-1375  
(312) 603-5370

THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, SHIPPING PAPERS AND  
DROP SHIPMENTS

PURCHASE ORDERED ISSUED TO  
564302

Pitney Bowes Inc  
P O Box 371896  
Pittsburgh PA 15250-7896

DATE  
3/25/2013  
F.O.B. POINT

PURCHASE ORDER NO.  
**184813 - 000- OP**  
REQUISITION NO.  
00107931 OR

COOK COUNTY FEIN: 36-6006541  
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04  
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

**SHIP TO** Recorder of Deeds - Purchasing  
Cook County Building  
118 N. Clark Street - RM 230  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**

Recorder of Deeds Priscilla  
Bennett 312-603-4679

DEPT NO

1301154

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Maintenance Equipment Maintenance Maintenance on Pitney Bowes Mail Machines/Scale Platform: Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall include all labor, transportation and preventive maintenance. Vendor agrees to supply all parts including consumable parts and labor. 24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME. DESCRIPTION: US/WOW DW 1000 MAILING MACHINE: SERIAL# 0002550/ MODEL#DW00 15/30 LB SCALE PLATFORM: SERIAL# 0104337/ MODEL# MP30 CONTRACT PERIOD: 7-1-13 THROUGH 6-30-14	1.00 JB	3,538.4000	3,538.40	1301154.540150
2.00	EQUIPMENT MAINTENANCE, REPAIR,	1.00 JB	244.8000	244.80	1301154.540150
***** Total Order *****				3,783.20	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

**RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)**

I hereby certify that I have received the goods/services reflected above and that the  
items referenced are in full conformity with the purchase order/contract.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that this purchase is in agreement with the requisition  
on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Date: \_\_\_\_\_

*Sh S. R.* 26 March 2013  
88

## Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

184813

Requisition # OR 107931 Contract # 13-60-12552

Open Date

Ship To: 8000889

Recorder of Deeds - Purchasing

Delivery Instructions:

Supplier: 564302

Pitney Bowes Inc

Cook County Building

Recorder of Deeds

P O Box 371896

118 N. Clark Street - RM 230

Piscilla Bennett 312-603-4679

Pittsburgh PA 15250-7896

Chicago IL 60602-1304

Buyer Number 724150 Supervisor 40

Bid/Sole Src Code 1301154

Business Unit

Internal Req Number 31300007

Board App Date &amp; Item

Requisition Date 2/20/2013

Date Needed 2/20/2013

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

Prior Contract No.

Expiration Date Emergency No.

Line # Commodity Description

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

1.000 940

Maintenance

&lt; &gt;

1.00 JB

3,538.4000

3,538.40

1301154.540150

Equipment Maintenance

Maintenance on Pitney Bowes Mail Machines/Scale Platform: Vendor

agrees to perform unlimited

maintenance services, inspect and clean annually. The maintenance

agreement shall include all labor.

transportation and preventive maintenance. Vendor agrees to supply all

parts including consumable

parts and labor. 24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE

TIME.

DESCRIPTION:

USWOW DW 1000 MAILING MACHINE: SERIAL# 0002550/ MODEL#DW00

15/30 LB SCALE PLATFORM: SERIAL# 0104337/ MODEL# MP30

CONTRACT PERIOD:

7-1-13 THROUGH 6-30-14

2.000 940

EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SER

&lt; &gt;

1.00 JB

244.8000

244.80

1301154.540150

Total of Items Ordered

3,783.20

## CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the item no., quantity & activity numbers indicated above accurately reflect the specific line item budgeted. Appropriation and/or fund number of the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUISITIONED BY BUREAU or DEPARTMENT HEAD

TIME KEEPER

2013 MAR 14 PM 3:21

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT



**Cook County**  
**Office of the Purchasing Agent**  
**Sole Source Justification**

General Information	Date: 3/14/2013
Unit/Department: 130/527	Phone No. 312-603-4679
Contact Name: Priscilla Bennett	Email: Priscilla.bennett@cookcountyil.gov

Vendor Information	Requisition No. <b>107931</b>
Name: Pitney Bowes Inc.	Purchase Order No.
Address: P.O. Box 371896 Pittsburgh PA 15250-7896	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

Pitney Bowes Inc. is the only vendor that is uniquely qualified to provide Maintenance service for the CCRD Mail machine, which includes the CCRD Postage Meter, mailing system. Pitney Bowes also is the only company that is authorized to maintain, distribute, and exchange the postage Meter.

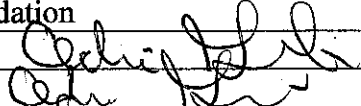

**Type.** Please select one of the options and explain below.

- ☒ Single Source      ☐ Proprietary/Copyright Restrictions      ☐ Equipment Compatibility  
☐ Patented Product      ☐ Exclusive or Unique Capability      ☐ Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s)? Pitney Bowes Inc. owns their software and is the only one that has exclusive rights to modify such software as required to correct software issues.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

Without the Pitney Bowes Mail Machine, our office will not be able to perform our duties to mail back the documents to our customers. This company is the only Known Vendor Authorized to provide Postage Rate and Software for our office.

Department Recommendation	
Requestor: Cedric Giles 	Date: 3-14-13
Department Head: 	Date: 3-14-13

Purchasing Agent Approval	
Signature:	Date:



February 20, 2013

COOK COUNTY  
RECORDER OF DEEDS  
118 N CLARK ST STE 230  
CHICAGO IL 60602-1335

Pitney Bowes is the manufacturer of Pitney Bowes Mailing Systems products and the only vendor authorized to maintain, distribute, exchange, and provide software updates and postage rate updates for these products. Pitney Bowes Mailing Systems are also the only Systems compatible with Pitney Bowes Postage Meters, the Postage-by-Phone postage accounting program, as well as PSD Software and Firmware Updates.

Sincerely,

*Pamela B. Nesser* Pamela B. Nesser

Account Resolution Group  
Pitney Bowes Government Business Center  
1313 N Atlantic Ave Suite 3000  
Spokane WA 99201  
800 288 2357



*Engineering the flow of communication™*

**PRICE QUOTATIONS ON MAINTENANCE AGREEMENTS AND  
POSTAGE METER RENTAL CONTRACTS**

**\*\*\* THIS IS NOT A BILL! \*\*\***

**February 18, 2013**

Cook County Recorder of Deeds  
118 N Clark St Ste 230  
Chicago, IL 60602-1335

Dear Valued Customer:

Please accept this as a written confirmation of our current annual pricing on your equipment. This price is only for the models and serial numbers of equipment indicated below for your fiscal year for the period of coverage: July 1, 2013 – June 30, 2014

**Customer Account Number: 2112-5090-20-5**

<u>Model</u>	<u>Serial No.</u>	<u>Description</u>	<u>Price</u>
DW00	0002550	US WOW DM1000 MAILING MACHINE	\$3,538.40
MP30	0104337	15/30 LB SCALE PLATFORM	\$ 244.80
<b>TOTAL</b>			<b>\$3,783.20</b>

\* **Reminder** \*Account Number and Serial Number must be Included on your Purchase Order and forwarded to:

Pitney Bowes Inc.  
1313 N Atlantic St, Ste 3000  
Spokane, WA 99201

**Quoted amounts do not include any applicable State and Local taxes.**

Thank you for doing business with Pitney Bowes.

Sincerely,

Government Billing  
Phone: (800) 288-2357  
Fax: (203) 617-6470

**THE BOARD OF COMMISSIONERS  
TONI PRECKWINKLE, PRESIDENT**

Earlean Collins	1 <sup>st</sup> Dist	Bridget Gainer	10 <sup>th</sup> Dist
Robert Steele	2 <sup>nd</sup> Dist	John P. Daley	11 <sup>th</sup> Dist
Jerry Butler	3 <sup>rd</sup> Dist	John A. Fritchey	12 <sup>th</sup> Dist
William M. Beavers	4 <sup>th</sup> Dist	Lawrence Suffredin	13 <sup>th</sup> Dist
Deborah Sims	5 <sup>th</sup> Dist	Gregg Goslin	14 <sup>th</sup> Dist
Joan P. Murphy	6 <sup>th</sup> Dist	Timothy O. Schneider	15 <sup>th</sup> Dist
Jesus G. Garcia	7 <sup>th</sup> Dist	Jeffrey R. Tobolski	16 <sup>th</sup> Dist
Edwin Reyes	8 <sup>th</sup> Dist	Elizabeth Ann Dooddy Gorman	17 <sup>th</sup> Dist
Peter N. Silvestri	9 <sup>th</sup> Dist		



**COUNTY OF COOK  
BUREAU OF FINANCE**

**OFFICE OF THE CHIEF PROCUREMENT OFFICER**

**SHANNON E. ANDREWS  
CHIEF PROCUREMENT OFFICER**

County Building  
118 North Clark Street, Room 1018  
Chicago, Illinois 60602-1304  
TEL: (312) 603-5370

April 9, 2013

Pitney Bowes, Inc.  
P.O. Box 371896  
Pittsburgh, PA 15250-7896

**RE: Notice of Award**  
**Quote Number 13-60-12552 for Equipment Maintenance on Pitney Bowes Mall Machines/Scales Platform**

Dear Sir/Madam:

This correspondence is to serve as notice that the County of Cook has issued a Purchase Order for 13-60-12552 for Equipment Maintenance on Pitney Bowes Mall Machines/Scales Platform Meter.

Attached is a copy of Purchase Order 184813. When inquiring about this project, please refer to the purchase order number.

If you have any questions, please contact Angela Sanchez, Procurement Analyst at (312) 603-2691, or via email at [angela.sanchez@cookcountyil.gov](mailto:angela.sanchez@cookcountyil.gov).

Sincerely,

Shannon E. Andrews  
Chief Procurement Officer *EXB*

SEA/as

Cc: File (Contract No. 13-60-12552)